



Employment Opportunity

Kittitas County, Washington

POSTED: 8/3/17

CLOSES: Open Until Filled

SECURITY BAILIFF – ON CALL

The Kittitas County Upper District Court, located in Cle Elum, is currently seeking qualified candidates for an on-call Bailiff. The position is hourly, non-exempt, and non-benefited. The number of hours per week may vary, but the average is eight (8). Anyone who meets the qualifications stated below may apply. Screening of applications will commence 8/18/17 and continue until a suitable candidate has been found.

SALARY/WAGES: \$13.50 - \$15.00 per hour

ESSENTIAL FUNCTIONS:

Perform duties in support of Courtroom security

- Restrict access into assigned County facilities by anyone carrying any firearm or other dangerous or hazardous weapon; reduce entry into County facilities and property of any individual felt to be a threat or potential threat to public safety through inspection, patrol and observation. May conduct voluntary, non-intrusive inspections of visitors and their belongings (such as briefcases, purses, and bags).
- Upon Judge's orders, take into custody and detain any identified person(s) until they can be placed in the custody of a law enforcement officer.
- Patrol and observe activity both indoors and outside County facilities.
- Respond to emergencies and diffuse high conflict and potentially dangerous situations.
- Investigate security related issues and provide security assistance as needed which may include escorting individuals out of the facility or other action.
- Observe courtroom activity as requested for special court proceedings. Monitor activity in the courtroom when Court is in session. Observe for possible firearms or weapons. Control noise which may distract court proceedings by quieting the gallery.

Perform duties in support of the administrative flow of courtroom proceedings

- Escort jurors throughout trial process.
- Serve as liaison for the judge, jurors and counsel.
- Transfer documents to the bench, jurors, counsel and administrative area.
- Take custody of jurors, assist jurors in finding seats, and distribute jury questionnaires.

OTHER FUNCTIONS:

- Maintain regular security incident reports.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent and one or more years law enforcement, corrections or security officer experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.
- Appropriate certifications must be kept up to date per department policy for the use of security equipment such as: metal detectors, radios, handcuffs, defense spray, flashlights, and cameras.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify candidates from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

WORKING CONDITIONS:

Primary work is performed inside a Kittitas County Court facility with exposure to unpredictable crisis situations. Position requires considerable walking and working on feet to complete assigned shifts. Must have the ability to stand and work on feet for up to 10 hours or longer per shift, lift up to fifty pounds (50 lbs.) or occasionally higher with assistance, and have the ability to physically restrain combative individuals including utilizing proper hand cuffing techniques. Must have adequate vision (including peripheral) to read printed materials, computer screens, monitors, and be acutely aware of activity within the facility; and sufficient hearing and speech to communicate clearly in person, as well as over the telephone, intercom, and radio. Occasional travel may be required within Kittitas County.

Persons in this position may be required to work day and night shifts including holidays as required. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if requested.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal – paper copies will not be accepted. Review of applications will begin on August 18, 2017. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two (2) Personal References and Two (2) professional references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS:

- (1) Please list all the certifications you currently possess, or formal training you have received, that relate to the duties of this position (metal detectors, radios, handcuffs, defense spray, flashlights, cameras, de-escalation, etc.).
- (2) Describe how you manage high stress situations. Specifically describe a time when you needed to provide direction to an irate customer.